CAIRS
Overview

CAIRS Reference Manual

Table of Contents

Introduction

Purpose of the Course

In this course, you will receive an overview of the Computerized Accident/Incident Reporting System (CAIRS) and a brief history of its development. Registration and security issues will be discussed, and you will receive information on DOE Order 231.1 and how it relates to the CAIRS centralized database. You will also learn the various ways in which help on using CAIRS can be obtained and some basic concepts of searching CAIRS.

Objectives

Upon completion of this course, you will be able to perform the following activities:

▸ Describe the CAIRS registration procedure, connect to the new CAIRS via the Internet, and logon to the new CAIRS using your user-id and password

▸ Obtain help in various ways on using the new enhanced CAIRS

▸ Change your password and personal information

▸ Explain the various operators used in querying the CAIRS database

What Is CAIRS?

Purpose of CAIRS

CAIRS is a database used to collect and analyze DOE and DOE contractor reports of injuries, illnesses, and other accidents that occur during DOE operations in accordance with DOE Order 231.1. CAIRS reporting is managed by the Office of Occupational Safety & Health Policy (EH-51), with hardware and software support from the Office of Information Management (EH-72). The information contained in CAIRS provides a centralized collection of DOE accident data for data users to perform various analyses, including developing trends and identifying potential hazards to help reduce accidents.

The original CAIRS was developed for the collection and analysis of accident information, and has been residing on a Hewlett Packard HP-3000 computer since the original system was placed into production in 1983. The new CAIRS has been developed as a result of findings from the 1991 independent evaluation of the Safety Performance Measurement System (SPMS), of which CAIRS was a data module. The new CAIRS has a simpler, easier to use, graphical interface and supports three graded levels of access: a basic level, as characterized by the Standard Reports and Logs modules; an intermediate level, characterized by the Reports module; and an advanced level, characterized by the Search and Distribution module.

Access to CAIRS is available to the staff of all DOE organizations and contractors. There is no charge (except for communications charges) to users for registration or use of the system.

DOE Order 231.1

DOE Order 231.1 establishes DOE requirements for collection and reporting of information on environment, safety, and health that is required by law or regulation to be collected, or that is essential for evaluating Department of Energy operations and identifying opportunities for improvement needed for planning purposes within the DOE. The order specifies what to report, when to report, and who should report. The Order also defines the responsibilities of those involved in the reporting process.

DOE Order 231.1 requires the use of DOE M 231.1-1, a manual that provides detailed information regarding the reporting of ES&H information. This manual specifies in detail the reports that must be filed, the persons or organizations responsible for filing the reports, the recipients of the reports, the format in which the reports shall be prepared, and the time schedules on which the reports shall be filed.

CAIRS Data

The CAIRS database contains individual accident reports from 1983 to the present for injury/illness cases and for vehicle accidents. It also contains property damage cases from 1975 to the present. Statistical data are generated from summary records and are available from 1975 through the present. Please note that reporting thresholds have changed throughout the years, primarily in 1983 and 1996. A complete listing of reporting thresholds and their adjustment dates is included in the on-line helps.

The CAIRS database also contains exposure data for DOE and DOE contractor organizations, including work hours, property valuation, number of ground fleet vehicles and miles traveled, number of aircraft and hours operated, number of marine craft and hours operated, and number of railroad cars and engine miles traveled.

The type of data you will find within each module also varies. Standard reports include static reports published by EH-5, Office of Worker Health and Safety. The Logs module allows you to view injury/illness, vehicle accident, and property damage logs from all reporting organizations. Accident forms, exposure information, property damage descriptions, and performance indices are available from the Reports module. The Search and Distribution module allows you to query the individual accident report fields directly and create custom reports.

Registration and Security

Registration

Individuals interested in registering to become CAIRS users can obtain a copy of the registration form from the ES&H Helpline at (800) 473-4375.

CAIRS is a Government computer system and, as such, has security requirements that must be followed. These security requirements are mandated by DOE Order 1360.2B, "Unclassified Computer Security Program." Most of the information contained in CAIRS is restricted and is to be accessed by authorized users for official Government business only.

When you register to use CAIRS, you agree to adhere to the security requirements specified on the form. One requirement, as listed in the form, states, "I understand that I am responsible for protecting my assigned password for confidentiality. Sharing my password with anyone else is a security infraction and may result in my system access being revoked." You should ensure that your password is kept secret and that you are the only one who uses and has access to the information.

Organizational Jurisdictions

When you are granted access to CAIRS, you will be assigned an organizational jurisdiction. This jurisdiction may be for a specific organization or for a complete contractor, area office, or field office. This jurisdiction assignment will determine the records that will be selected when the default organization selection is utilized in many of the reports and logs. The default can be over-ridden by entering the desired organization codes in the appropriate input boxes.

Privacy Information

CAIRS reports contain personal identifiers (names and social security numbers) and information regarding personal injury or illness. In order to prevent an unwarranted invasion of personal privacy, all personal identifiers are masked from the view of general users whenever any logs or reports are generated. The default registration for CAIRS does not provide access to any privacy information.

If you require access to privacy information in order to perform your job function, you may apply for access to that information. A copy of the document used to coordinate requests for this information can be obtained from the ES&H Helpline at (800) 473-4375. This document identifies the specific organization(s) for which you require privacy information and the signatures required for approval.

Upon completion and approval of the form, it should be submitted by facsimile to EH-51, ATTN: Janet Macon at (301) 903-8497 for processing.

System Features and Requirements of the New CAIRS

The enhanced CAIRS was developed to meet the needs of users who access CAIRS data. It is a Windows-based analysis tool that takes advantage of the modern browser technology currently being used to navigate the World Wide Web (WWW). Its development makes finding and retrieving relevant data more consistent with the current windows environments found on most of today's personal computers.

The enhanced CAIRS improves your access to data in the following ways:

- The interface is easy-to-use. If you are familiar with the Macintosh or Microsoft Windows interface, you will find the new interface to be both familiar and friendly.

- The interface is platform independent. Any platform that supports browser technology (e.g., Mac, PC, Unix) can be used to access the interface.

- The interface does not require proprietary client software. Any browser that supports features found in Netscape 3.0 such as tables, Secure Socket Layer (SSL-2) protocol, and Active Server Pages (ASP) can be used to access the CAIRS interface.

- The interface offers improved connectivity. As with the original CAIRS, you can access the system with modem dial-up and with an Ethernet connection from the DOE Business Network. In addition, you can now access the interface with a direct Internet connection or through an Internet Service Provider (ISP).

- When using a dial-up connection, you can access the interface through a toll-free number (see the *Accessing the Enhanced CAIRS* section of this document).

- The interface allows for greater system integration with other ES&H information sources within the DOE.

- The interface offers extensive context sensitive on-line help that is easily accessible.

System requirements for using the enhanced CAIRS are listed below:

- You must have an Internet connection (either direct or via an ISP), an Ethernet connection to DOE's Business Network, or a modem capable of communicating at speeds of 14,400 bps or faster.

- PC users must have a 386 or faster CPU with sufficient memory to support a Web browser such as Netscape, Internet Explorer, and others. (As with all Windows applications, a faster PC and/or additional memory will greatly enhance system performance.)

- You must have Internet browser software. It is recommended that you use Netscape 3.0 or higher or Internet Explorer 4.0 or higher in order to support features such as tables, Secure Socket Layer (SSL-2) protocol, and Active Server Pages (ASP).

- With Windows 3.1 or Windows 3.11, you must have a protocol stack that supports Transmission Control Protocol/Internet Protocol (TCP/IP) and, if using dial-in access, Point-to-Point Protocol (PPP).

- Macintosh users should have a Motorola 68030 or faster CPU or a PowerPC CPU. Web browsers are generally available that run under Apple's System 7.0 or later, now called MacOS. The system extension MacTCP, or TCP/IP for MacOS 7.5 or later, is also required, as is PPP if using dial-in access.

If you are unfamiliar with how your computer is configured, you might want to share the above information with your site systems support personnel for assistance.

WARNING

Tables in CAIRS will <u>not</u> display correctly unless you are using a browser that supports tables. Most recent browser software releases do provide the capability of viewing tables.

If your browser does not support tables or other necessary features, check with your computer support organization to see if they provide licensed upgrades to the browser software. The latest versions of both Netscape and Internet Explorer are available free of charge.

Accessing the Enhanced CAIRS

Ways to Access CAIRS

As stated earlier, you can connect to CAIRS in three ways: 1) with a direct Ethernet connection to the Internet; 2) with an Internet connection via an Internet Service Provider; or 3) with a modem dial-up.

Connecting to CAIRS via Ethernet

After accessing your home page on the Internet, you can access the CAIRS logon screen by entering the URL (Internet address): **https://cairs.tis.eh.doe.gov/cairs/cairs.asp**

Connecting to CAIRS via an Internet Service Provider

When you logon to the Internet via an Internet Service Provider (ISP), you will be required to enter the user-id and password supplied by the ISP. After entering your ISP user-id and password and your Internet connection is established, you can then access CAIRS by entering the URL: **https://cairs.tis.eh.doe.gov/cairs/cairs.asp**

Connecting to CAIRS via Modem

There are two toll-free phone numbers which provide dial-up access to CAIRS. If you are east of the Mississippi, dial (800) 556-5415. If you are west of the Mississippi, dial (800) 359-7863. When accessing the Internet through the toll-free 800 phone numbers, you will be required to provide a TIS network access user-id and password. This will connect you to the modem pool. The TIS user-id and password can be obtained from the ES&H Helpline at (800) 473-4375.

Once you are connected to the TIS network (your Internet connection is established), you can then access CAIRS by entering the URL: **https://cairs.tis.eh.doe.gov/cairs/cairs.asp**

NOTE   If you need further assistance with connecting and logging onto CAIRS, please direct your questions to the ES&H Helpline at (800) 473-4375 or send an e-mail message to **support@tis.eh.doe.gov**.

Connection to CAIRS Established

After requesting access to the CAIRS home page, you will be presented with the
USERNAME AND PASSWORD REQUIRED logon box (**Figure 1**). In the **USER NAME** edit box,
you will enter your assigned CAIRS user-id. In the **PASSWORD** edit box, enter your
CAIRS password.

NOTE
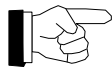
To obtain your CAIRS user-id and password, you can either send an e-mail
to **support@tis.eh.doe.gov** or, if you are unable to e-mail, you can request a
user-id and password by calling the ES&H Helpline at (800) 473-4375.

**Figure 1 - CAIRS USERNAME AND PASSWORD
REQUIRED** logon box.

Depending on your browser configuration, you may see a Security Information box, as
shown in **Figure 2**, prior to loading the **CAIRS** home page. Just click on the **CONTINUE**
button to clear the message box and access the **CAIRS** home page.
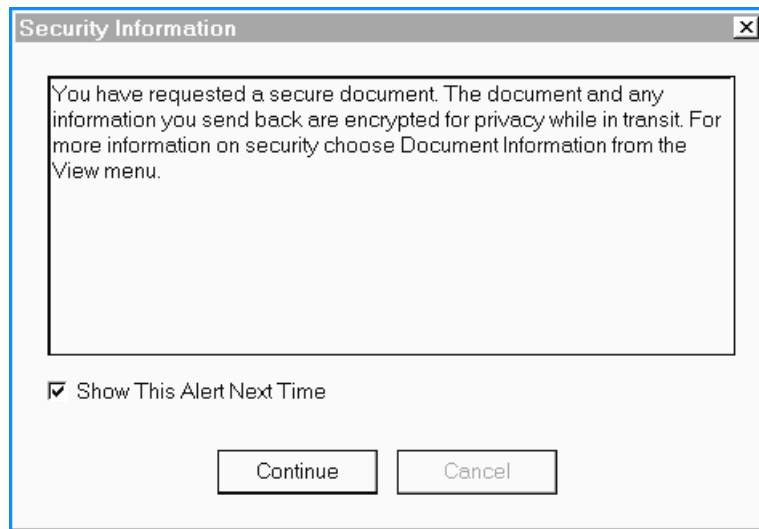
Figure 2 - The SECURITY INFORMATION message box.

Because CAIRS contains sensitive information, the database is maintained on a secure server, and all data transmittals to and from the server are encrypted to ensure privacy. Both Netscape and Internet Explorer display special icons to signify secure site access.

 The Netscape 3 icon is a key displayed at the bottom left of the window. The key is broken for a non-secure site.

 The Netscape 4 icon is a closed lock displayed at the bottom left of the window. The lock is opened for a non-secure site.
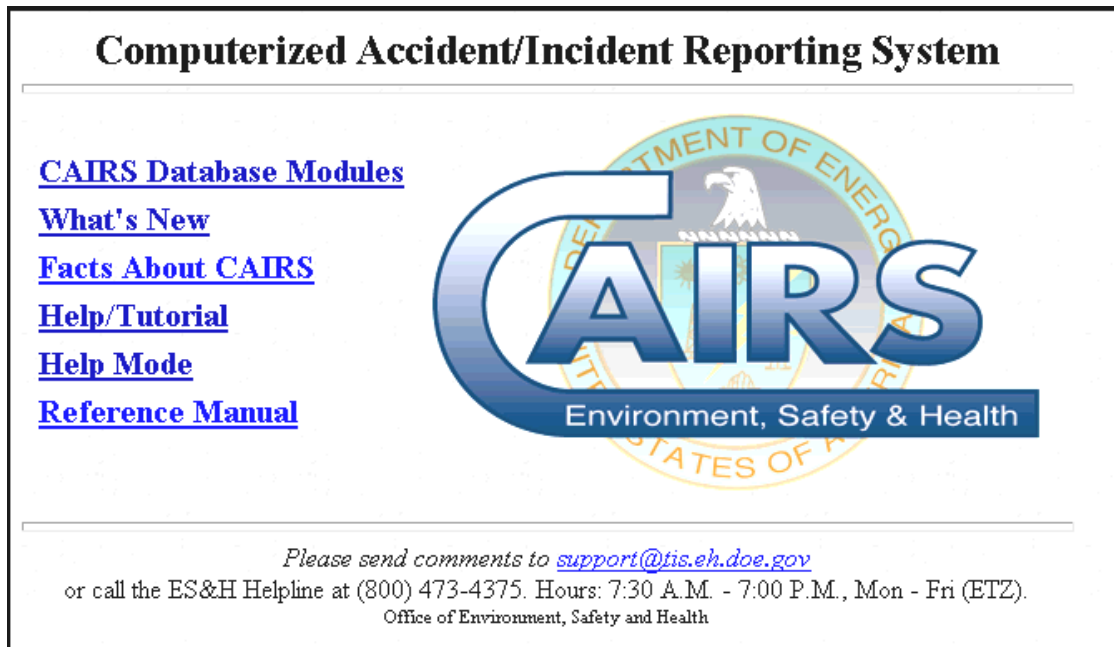
 The Internet Explorer icon is a closed lock displayed at the bottom right of the window. The icon is not present for a non-secure site.

The CAIRS Home Page

Figure 3 - The **CAIRS HOME PAGE**.

The **CAIRS** home page is displayed in **Figure 3**. As you can see, from the home page you can select from the following hyperlinks:

- **CAIRS Database Modules** - This hyperlink takes you to the **CAIRS DATABASE MODULES** page. From this page, you can access the various CAIRS functions to perform searches of the CAIRS database and prepare logs and reports.

- **What's New** - This hyperlink takes you to the **CAIRS WHAT'S NEW** page. This page contains announcements of new features as they are added to CAIRS. In addition, this page will also include other announcements of interest to CAIRS users such as scheduled training, scheduled system downtime, or changes in the CAIRS program like DOE Order changes.

- **Facts About CAIRS** - This hyperlink takes you to the **FACTS ABOUT CAIRS** page. This page provides information on the purpose of CAIRS, CAIRS data, and the various features that are available from CAIRS.

- **Help/Tutorial** -This hyperlink launches a separate browser window and takes you to the **TABLE OF CONTENTS** page for the CAIRS help files and other on-line help resources. From this page, you can access reference materials, instructional resources, context sensitive help, and troubleshooting information. The help feature is discussed in detail in this section of the manual under the subheading, ***Obtaining Help When Using the Enhanced CAIRS***.

- **Help Mode** - This hyperlink launches the help mode window that allows you to reference help files from the same window as the CAIRS database application. The help mode feature is discussed in detail in this section of the manual under the subheading, ***Obtaining Help When Using the Enhanced CAIRS***.

- **Reference Manual** - This link takes you to the **CAIRS REFERENCE MANUAL** page which contains links to an on-line version of this manual. WordPerfect and PDF versions of this document are available.

The CAIRS Database Modules

When you click on the **CAIRS Database Modules** hyperlink from the **CAIRS** home page, you are taken to the **CAIRS DATABASE MODULES** page, as shown in **Figure 4**.

Figure 4 - The **CAIRS DATABASE MODULES** page.

From this page you can select the following hyperlinks.

- **Logs** - This hyperlink takes you to the **CAIRS LOGS** page.   From this page you can easily prepare simple listings of accidents for your own or other organizations. The logs options are discussed in detail in the *Accessing Standard Reports and Logs* section of this manual.

- **Basic Reports** - This hyperlink takes you to the **CAIRS BASIC REPORTS** page. From this page you can create more complex reports of accident experience and baseline information. The basic reports options are discussed in detail in the *Creating Basic Reports* section of this manual.

- **Standard Reports** - This hyperlink takes you to the **CAIRS STANDARD REPORTS** page. This page provides easy access to the standard, preformatted reports. The standard report options are discussed in detail in the *Accessing Standard Reports and Logs* section of this manual.

- **Search and Distribution** - This hyperlink takes you to the **CAIRS SEARCH AND DISTRIBUTION** page. From this page, you can perform detailed searches of the CAIRS data and display the results in user-defined reports. The Search and Distribution options are discussed in detail in the *Performing Searches and Creating Ad Hoc Reports* section of this manual.

- **User Tools** - This link takes you to the **CAIRS USER TOOLS** page where you can change your password or update any of your personal user information (e.g., your name, phone number, e-mail address, etc.). The user tools are discussed in detail in this section of the manual under the subheading, *User Tools*.

- **<u>Help</u>** - This hyperlink takes you to the **TABLE OF CONTENTS** page for the CAIRS help files and other on-line resources. From this page, you can access reference materials, instructional resources, context sensitive help, and troubleshooting information. The help feature is discussed in detail in this section of the manual under the subheading, ***Obtaining Help When Using the Enhanced CAIRS***.

Obtaining Help When Using the Enhanced CAIRS

CAIRS includes an extensive on-line help system. From the on-line help system, you can obtain help on using the various CAIRS features or on using web browsers, as well as acquire a large amount of information from various reference sources.

Viewing On-line Help from the CAIRS Application

There are two ways by which you can view CAIRS on-line help files: 1) using the CAIRS "help mode" feature, or 2) launching a separate browser window. Both help features are described below.

CAIRS Help Mode

CAIRS help mode launches a three-framed window that contains a database frame, navigation frame, and help frame (**Figure** 5). This feature allows you to reference help files from the same window as the CAIRS database application. This is the recommended view if you are a new user of CAIRS or frequently reference the help files.
To enter CAIRS help mode, click on the **Help Mode** hyperlink on the **CAIRS** home page. The database frame (the top frame of the window) displays the CAIRS database application. CAIRS pages will be loaded into this frame. The navigation frame (the bottom left frame of the window) contains hyperlinks to the Help Table of Contents, Help Index, and the alphabetical index listings. The help frame (the bottom right frame of the window) displays the CAIRS help pages that you request. Help pages that you select from this frame or from the other two frames are displayed here.

You can resize a frame to increase or decrease the viewing area. To do this, move the cursor over a frame border until it changes into a double-arrow; then hold down the primary mouse button and drag the border.
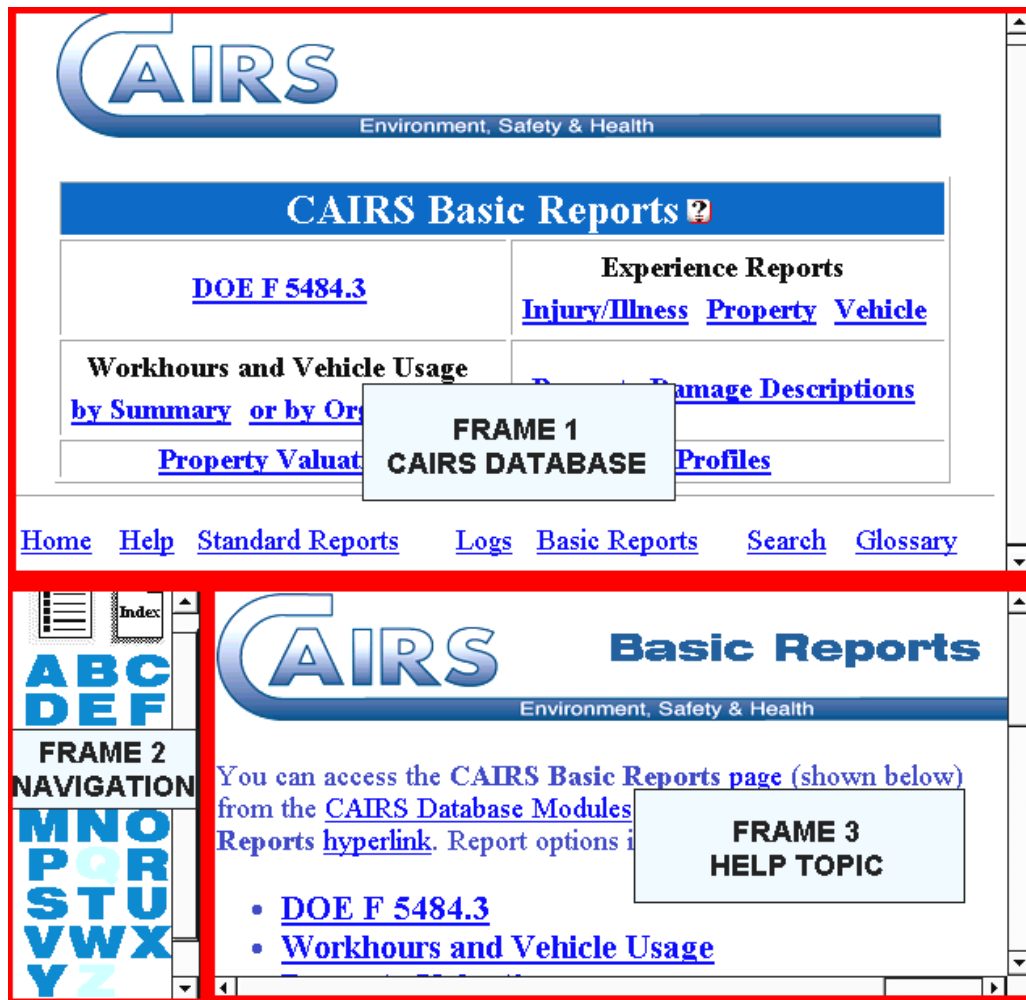
Figure 5 - **CAIRS HELP MODE** window (displaying three frames).

Launching a Separate Help Window

If you have not activated the CAIRS help mode feature, then the help files, by default, will be loaded into a separate browser window (**Figure 6**). This is the recommended view if you are an advanced user of CAIRS or rarely reference the help files. The first time you request a help file, a separate browser window is launched as the active window on your screeen, and the requested help file is loaded into the window.


Figure 6 - Example of an active help window over the CAIRS application window.

After viewing the requested help topic, you can close the help window, deactivate (or minimize) the help window, or simply click on the CAIRS database window to return to the CAIRS application. The latter option will force the CAIRS application to become the active window, placing it on top, while deactivating and concealing the help window. If you close the help window, the next time a help file is selected, a new help window will be launched as the active window on top, and the requested help file will be loaded. If you minimize or hide the help window, the next time a help file is selected, the help window will become activated and move to the front with the requested file loaded into it.

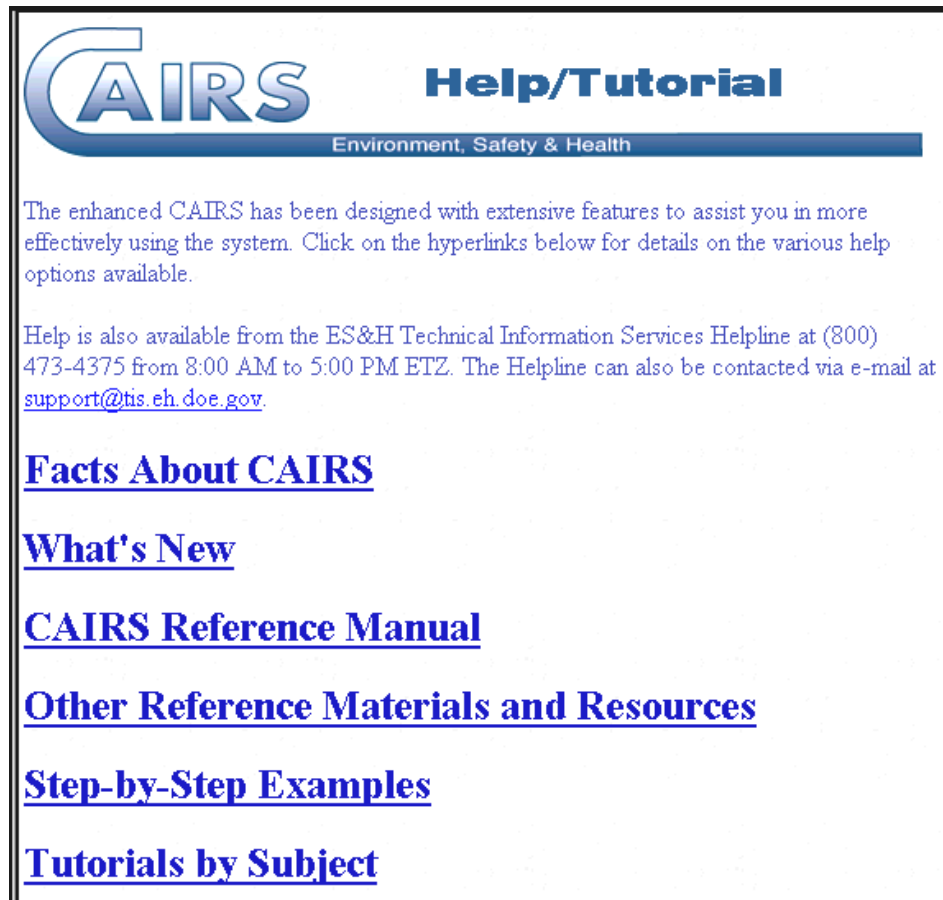## Accessing On-line Help from the CAIRS Application

CAIRS on-line help is available to you via: 1) **Help** hyperlinks located on the CAIRS home page and at the bottom of most CAIRS pages, and 2) context-sensitive help hyperlinks located throughout the CAIRS pages (see **Figure 7**).
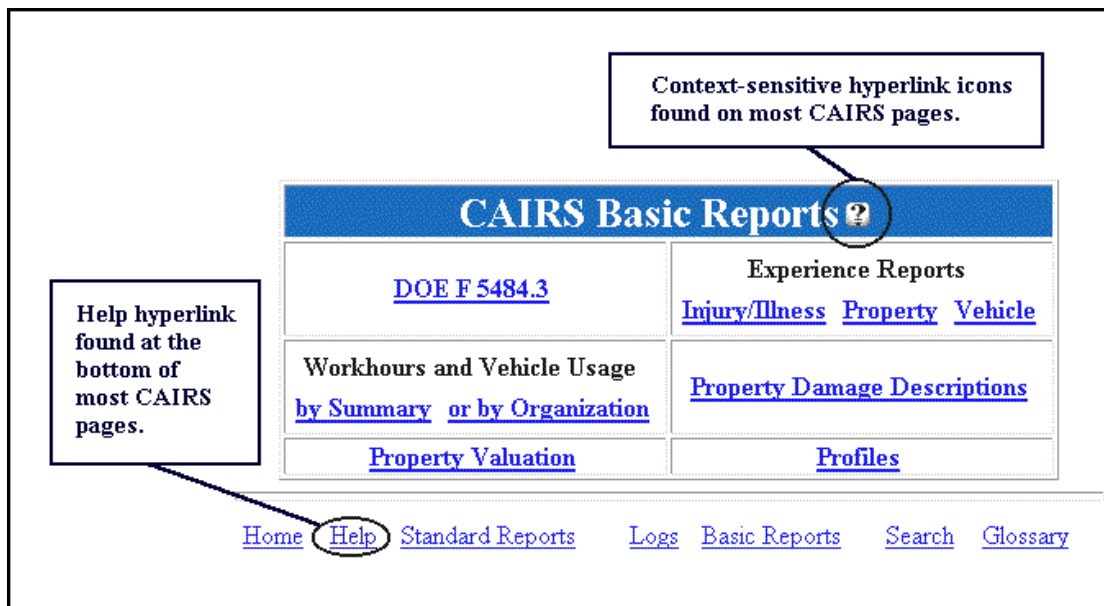
Figure 7 - Various locations to access the CAIRS ON-LINE HELP utility.

Using Help Hyperlinks

The **Help** hyperlinks located on the **CAIRS** home page and at the bottom of most CAIRS pages take you directly to the **CAIRS HELP TABLE OF CONTENTS** page (**Figures 8 and 9**). From this page, you can quickly locate a particular topic that may be of interest to you.

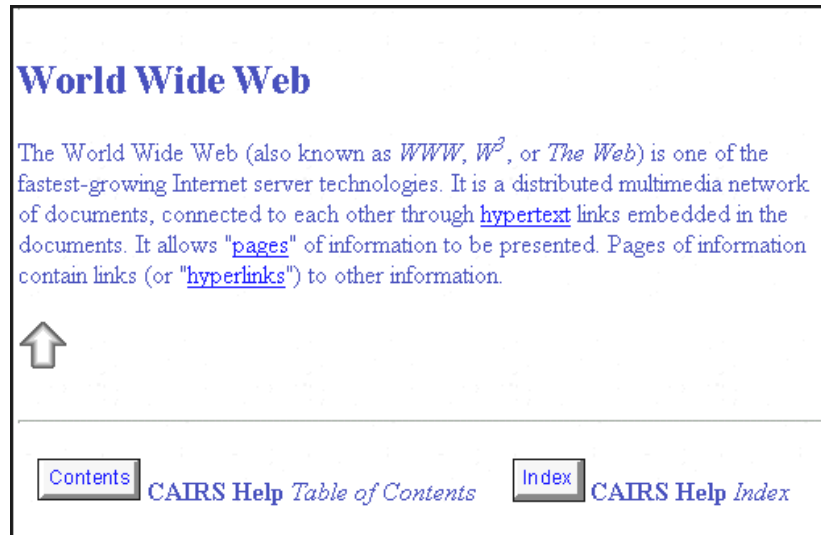**Figure 8 -** The **CAIRS HELP TABLE OF CONTENTS** page, part 1.

Figure 9 - The **CAIRS HELP TABLE OF CONTENTS** page, continued.

You can select the **page icon** next to the on-line help topic of your choice. You can also select the appropriate underlined hyperlink to access other types of information (i.e., **Facts About CAIRS**, **Other Reference Materials and Resources**, **Problems and Troubleshooting**, etc.). You can also select a topic from the detailed Index of help topics that is provided.

If you access a help topic from the **CAIRS HELP TABLE OF CONTENTS**, you will jump directly to that topic. At the bottom of each help topic page is a button, which, when clicked, will return you to the **CAIRS HELP TABLE OF CONTENTS** page. Direct access to the **CAIRS HELP INDEX** is also provided at the bottom of each topic page (see **Figure 10**).

Figure 10 - The **CAIRS HELP TABLE OF CONTENTS** and **CAIRS HELP INDEX** buttons found at the bottom of a **BROWSER HELP** page.

On some of the help pages, topics are separated by a dividing line and an icon with an up arrow, which, when clicked, takes you to the top of the current help page (**Figure 11**).
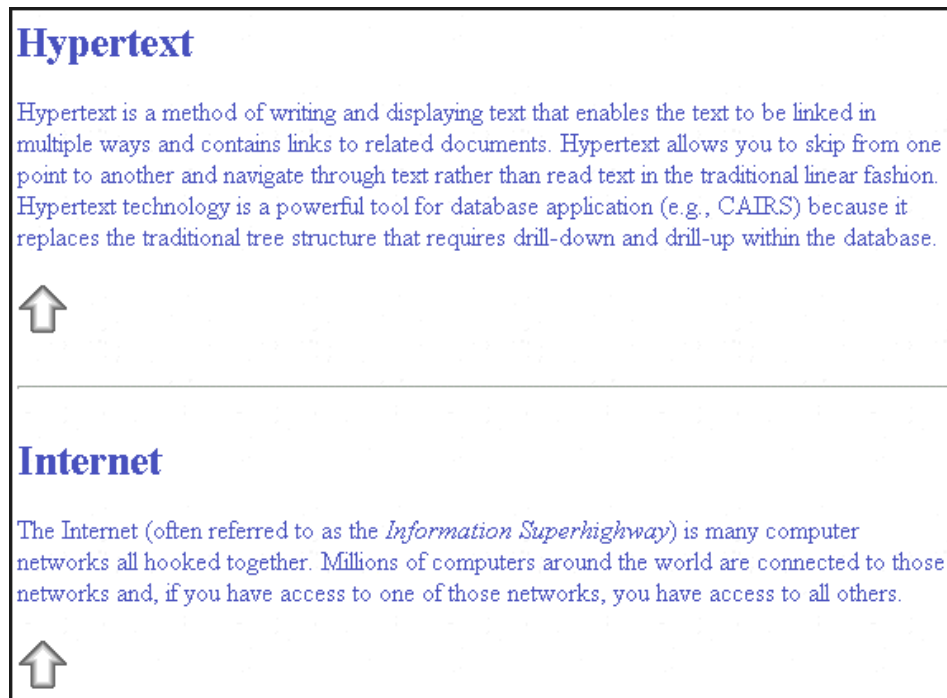
Figure 11 - A **HELP** page showing **DIVIDERS** and **TOP OF PAGE** icons.

In addition, on some of the help pages, you will see alphabetical hyperlinks across the top of the page as shown in **Figure 12**. These links will take you to help topics beginning with the selected letter.

N O T E
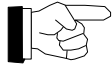
Only the letters with underlines are active hyperlinks; if there is not an underline under the letter, then it is not an active hyperlink.

Figure 12 - A **HELP** page displaying alphabetical hyperlinks.

Using Context-Sensitive Help

As mentioned earlier, the CAIRS on-line help files are also hyperlinked (via the question mark icon [?]) directly to the CAIRS graphical user interface. The question mark icon [?] appears at various locations within the CAIRS application. It signifies that "context-sensitive" help is available for the topic located next to it.

For example, on the **CAIRS BASIC REPORTS** page, this icon appears at the top of the selection box. If you click on the icon, a help page will appear explaining the selection box and offering additional hyperlinks to other help.

Step-by-Step

TUTORIAL

Activating and Using the CAIR Help Mode Feature

Activating Help Mode:
1. From the **CAIRS** home page, click on the <u>**Help Mode**</u> hyperlink. (This opens a three-framed window.)

Using Help Mode:
1. Click on the **INDEX** icon in the navigation frame to load the **HELP INDEX** page into the help frame.

2. Click on the **TABLE OF CONTENTS** icon in the navigation frame to load the **HELP TABLE OF CONTENTS** page into the help frame.

3. Click on an alphabet icon in the navigation frame to load the **HELP INDEX** page listing the help topics for the letter of the alphabet selected.

4. Click on a <u>**Help**</u> hyperlink in the database frame to load the **HELP TABLE OF CONTENTS** page into the help frame.

5. Click on a question mark icon (?) in the database frame to load the context-sensitive help topic associated with that icon into the help frame.

Step-by-Step

TUTORIAL

Accessing CAIRS On-line Help
from the CAIRS Application

Using Help Hyperlinks:
1.   From the **CAIRS** home page or from the bottom of other CAIRS pages, click the **Help** hyperlink to jump to the **CAIRS HELP TABLE OF CONTENTS** page.

2.   From the table of contents list, select the page icon next to the on-line help topic of your choice, or select the appropriate underlined hyperlink, or select a help topic from the help index. (Continue to link to additional help hyperlinks, if needed.)

3.   Return to the CAIRS application in the appropriate manner.

Using Context-Sensitive Help Icons:
1.   From any page within the CAIRS application containing the question mark icon, click on that icon to obtain help on the topic located next to it. (Continue to link to additional help hyperlinks, if needed.)

2.   Return to the CAIRS application in the appropriate manner.

REMINDER: To return to the **CAIRS HELP TABLE OF CONTENTS** page, click the **CAIRS HELP TABLE OF CONTENTS** button at the bottom of the help topic pages. To see a comprehensive index of help topics, click on the **CAIRS HELP INDEX** button at the bottom of the help topic pages.

Exercise 1

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Activate the CAIRS help mode feature.

2. From the **CAIRS HELP TABLE of CONTENTS** page, access on-line help on **Problems and Troubleshooting**.

    What is a possible solution if header information is not printing correctly on reports and logs?

3. Go to the **CAIRS SEARCH SELECTIONS** page and obtain context-sensitive help on creating a search using the search check boxes.

    What are the four basic types of data fields on which you can search in the CAIRS database?

Technical Support Helpline

Environment, Safety & Health Technical Information Services Helpline personnel are available to provide you with CAIRS registration and operations assistance. The telephone number for the helpline is (800) 473-4375. You can also request assistance through e-mail addressed to **support@tis.eh.doe.gov**. The helpline is staffed from 8:00 a.m. to 7:00 p.m. (ETZ) Monday through Friday (except holidays).

CAIRS On-line Reference Manual

An on-line version of this manual is available from the **CAIRS HOME PAGE** by selecting the **Reference Manual** hyperlink or from the **CAIRS HELP TABLE OF CONTENTS** page by selecting the **CAIRS Reference Manual** hyperlink. WordPerfect and PDF versions of the document are available.

User Tools

The **CAIRS USER TOOLS** page (**Figure 13**) is accessed from the **CAIRS DATABASE MODULES** page by selecting the **User Tools** hyperlink. From this page you can access tools that allow you to change your CAIRS password and to maintain personal information such as your address and telephone number.

Figure 13 - The **CAIRS USER TOOLS** page.
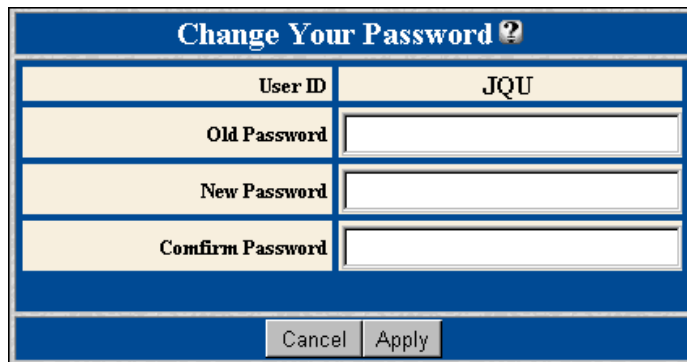
Two hyperlinks are displayed on the CAIRS User Tools menu:

- **Change Password**: This hyperlink goes to the **CHANGE YOUR PASSWORD** page where you can change the password you use to access CAIRS.

- **Change User Information**: This hyperlink goes to the **CHANGE USER INFORMATION** page where you can change personal information such as your name, address, telephone number, etc.

Changing Your Password

When you click on the __Change Password__ hyperlink on the **CAIRS USER TOOLS** page, the screen shown in **Figure 14** is displayed.

Change Your Password ❓	
User ID	JQU
Old Password	
New Password	
Comfirm Password	
Cancel	Apply

Figure 14 - The **CAIRS CHANGE PASSWORD** page.

The password that you were provided when you were first given access to the enhanced CAIRS should not be considered secure, and should be changed as soon as you first log on to CAIRS. There is no requirement with the enhanced CAIRS to change your password on a fixed interval, however, you should change your password if you think that it may have been compromised.

Your new password must be at least 8 characters in length and can consist of any combination of letters and/or numbers. Letters can be entered upper case or lower case, however, the password is case sensitive and must always be entered the same way unless you change your password again.

In order to change your password, you must first enter your current password in the **OLD PASSWORD** edit box. Next, enter the new password in the **NEW PASSWORD** edit box. Enter the new password again in the **CONFIRM PASSWORD** edit box and click the **APPLY** command button to process the change.

If your old password was entered correctly and the new password meets the requirements and was correctly confirmed, you will receive a message that your password changed successfully. If any problems exist, you will receive an error message indicating the nature of the problem. Use the **BACK** button to return to the **CHANGE YOUR PASSWORD** page, make the necessary corrections, and click the **APPLY** command button to process the change. Once you have successfully changed your password, you can continue working in CAIRS by selecting any of the hyperlinks at the bottom of the page.

Changing Your User Information

When you click on the **Change User Information** hyperlink on the **USER TOOLS** page, the screen shown in **Figure 15** is displayed.

Change User Information ❓	
User ID	JQU
Organization	1504001
User Name	USER, JOHN Q
Phone	(301) 535-3421
Street	19901 Germantown Road
P.O. Box	
City	Germantown
State	MD
Zip	20874-1290
E-mail address	John.User@hq.doe.gov

Apply

Figure 15 - The **CAIRS CHANGE USER INFORMATION** page.

You are free to change information contained in any of the edit boxes or to add missing information. Please note that if you have changed organizations and need to have the organization number changed, you must contact the ES&H Helpline at (800) 473-4375.

To change your personal information, simply type the new information in the appropriate edit boxes and click on the **APPLY** command button to process the changes. You will receive a confirmation that your information has been changed. You can then use one of the hyperlinks at the bottom of the page to go to other areas within CAIRS.

CAIRS Operators

Most of the options discussed in the later sections of this CAIRS Reference Manual allow you to enter criteria to specify what data is to be used to generate your logs or reports. Individual items may be entered in edit boxes, or multiple items may be entered using operators. CAIRS supports four kinds of operators: logical, wildcard, range, and numeric. For your convenience, these operators are described in the on-line helps and in the following table.

Logical Operators - used in coded, date, and numeric fields.	
and	If two criteria are associated by an *and,* the items being searched must meet <u>both</u> criteria to qualify. This operator is often used to define which criteria to use in a search; for example, "01 *and* 08" would mean you want cases that were reported at a particular field office <u>and</u> were of a particular accident type. For some fields, like dates and locations, this operator does not apply since a single accident cannot be reported in two locations or on two dates simultaneously.
or	If two criteria are associated by an *or,* the items being searched may meet <u>either</u> criteria to qualify. For example, a date search may contain the criteria "1995 or 1996" to recover all items occurring in either year.
not	The not operator is associated with a single criteria. It indicates exclusion and means that the items being searched must not meet the criteria to qualify. For example, a date search may contain the criteria "between 1992 and 1997 and not 1995."
Wildcard Operators - used in narrative, coded, and date fields	
%	The wildcard operator stands for one or more characters in a search field and can represent any legal combination of letters or numbers. For example, sa% locates reports that contain any one of the following: "safety," "saline," "sat," "satisfy," "salient," etc.
_	Narrative fields support an additional wildcard operator, the "_" (underscore), that stands for exactly one occurrence of any legal character. For example, sa_ locates reports that contain any one of the following: "sag," "sap," "sat," "sax," etc.

Range Operator - used in coded and date/time fields	
between	This operator is used to specify a numerical range or a range of codes. Search terms combined with the *between* operator will return records that contain all of the search terms through the range X and Y, including X and Y. The form of the expression is *between X and Y*. NOT can be used to negate the range operator and will return records that do not contain the search terms.
Relational Operators - used in numeric fields	
<	Returns records with values less than the search term.
>	Returns records with values greater than the search term.
>=	Returns records with values greater than or equal to the search term.
<=	Returns records with values less than or equal to the search term.
=	Returns records with values equal to the search term.
<>	Returns records with values not equal to the search term.

Exercise Solutions

Exercise 1

1. Activate the CAIRS help mode feature.

    a. On the **CAIRS** home page, click on the **Help Mode** hyperlink.

2. From the **CAIRS HELP TABLE of CONTENTS** page, access on-line help on **Problems and Troubleshooting**.

    a. In the help frame, click on the **Problems and Troubleshooting** hyperlink.

    What is a possible solution if header information is not printing correctly on reports and logs?

    Refer to the entry on header printing problems. (Remember that if a page is long, you can use your browser Find feature to locate a specific word.)

3. Go to the **CAIRS SEARCH SELECTIONS** page and obtain context-sensitive help on creating a search using the search check boxes.

    a. Click on the **CAIRS Database Modules** hyperlink in the database frame.
    b. Click on the **Search and Distribution** hyperlink in the database frame.
    c. Click on the **Create Search** hyperlink in the database frame.
    d. From the **CAIRS SEARCH SELECTIONS** page, click on the **question mark** icon in the title section at the top of the page.

    What are the four basic types of data fields on which you can search in the CAIRS database?

    (Scroll down through the help page until you find the section on *Creating a Search Selection*.)

Coded Fields	Date/Time Fields
Narrative Fields	Numeric Fields